



## Chapter 10 - Travel

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### **10.10      Travel Management Requirements and Restrictions**

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10.10.05	Who must comply with these policies?	Oct. 1, 2001
10.10.10	Agency responsibilities	Jan. 1, 2004
10.10.15	Responsibilities of travelers	July 1, 2000
10.10.20	These criteria must be used for selecting and approving travel	Oct. 1, 2005
10.10.25	Implement alternatives to travel	Jan. 1, 2004
10.10.30	Considerations for placing an employee in travel status	May 1, 1999
10.10.35	Ensure the health and safety of travelers	July 1, 2000
10.10.40	Comply with the Americans with Disabilities Act	July 1, 2000
10.10.45	Use of the State Charge Card system, when required, to purchase travel	Oct. 1, 2004
10.10.50	Prior authorization for travel may be required	Oct. 1, 2005
10.10.55	Scheduling meetings, conferences, conventions and training sessions	July 1, 2000

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### **10.20      Travel Reimbursement Principles**

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10.20.10	What types of travel costs are eligible for reimbursement?	Oct. 1, 2002
10.20.20	What types of travel costs cannot be reimbursed?	Oct. 1, 2002
10.20.30	Reimbursement for meals and lodging shall not exceed the maximum allowable per diem rate	July 1, 2000
10.20.40	How travel for the convenience of the traveler affects reimbursement	May 1, 1999
10.20.50	Leave of absence during travel	Oct. 1, 2002
10.20.60	Agencies need to develop policies for non-state reimbursement of state travel	Oct. 1, 2001

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### **10.30 Lodging**

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10.30.10	What is the basis for reimbursing lodging costs?	July 1, 2000
10.30.20	Exceptions to the maximum allowable lodging rates	Oct. 1, 2005
10.30.25	Lodging for state employee meetings, conferences, conventions and training sessions	July 1, 2000
10.30.30	What types of lodging costs are reimbursable?	July 1, 2000
10.30.40	Certain lodging costs cannot be reimbursed	July 1, 2000
10.30.50	Lodging expenses for the normal return night may be reimbursed in certain situations	May 1, 1999
10.30.60	How to purchase lodging accommodations	Oct. 1, 2006
10.30.70	Using a travel trailer or camper	May 1, 1999

### **10.40 Meals**

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10.40.10	What is the basis for reimbursing meal costs?	May 1, 1999
10.40.20	Exceptions to the meal allowances	July 1, 2005
10.40.30	What types of costs are included in meal allowances?	Oct. 1, 2002
10.40.40	Certain meal costs cannot be reimbursed	July 1, 2000
10.40.50	When may a traveler be reimbursed for meal costs?	Oct. 1, 2005
10.40.55	Meal reimbursement rate	Oct. 1, 2005
10.40.60	Taxation of meal payments	Oct. 1, 2004

### **10.50 Travel Arrangements and Reimbursements**

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10.50.10	What types of transportation costs are reimbursable?	May 1, 1999
10.50.20	Reimbursement for privately-owned motor vehicle use	Oct. 1, 2001
10.50.25	Restrictions on reimbursement for privately-owned motor vehicle use	Oct. 1, 2002
10.50.35	Restrictions and requirements on rental motor vehicle use	Oct. 1, 2005
10.50.40	Agencies may purchase airline and other common carrier tickets in advance under certain conditions	Oct. 1, 2002
10.50.45	How to make air travel arrangements	Jan. 1, 2004

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10.50.50	Airline contracts and limitations on reimbursement	Oct. 1, 2005
10.50.55	Criteria and limitations for airport selection	May 1, 1999
10.50.65	Limitations on reimbursement for non-air common carrier costs	Oct. 1, 2002
10.50.70	How changes in itinerary affect reimbursement	Oct. 1, 2002
10.50.75	May the traveler purchase airfare from personal financial resources?	Jan. 1, 2004
10.50.80	Refunds for unused transportation services	Jan.1, 2004

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### 10.60      Miscellaneous Travel Expenses

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10.60.10	What types of miscellaneous travel costs are reimbursable?	Oct. 1, 2001
10.60.20	Bill expenses greater than \$50 to the agency whenever possible	May 1, 1999
10.60.30	Costs for personal care attendant services may be reimbursed	May 1, 1999

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### 10.70      Boards, Commissions, or Committees

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10.70.10	Types of boards, commissions, or committees	Jan. 1, 2000
10.70.20	Meal and lodging reimbursement for members serving in an advisory, coordinating, or planning capacity	July 1, 2004
10.70.30	Meal and lodging reimbursement for members serving in a rule-making capacity	June 1, 2004
10.70.40	May lodging taxes be reimbursed?	Jan. 1, 2000
10.70.50	Exceptions to the meal reimbursement rates	July 1, 2000
10.70.60	How should travel expenses other than meals and lodging be reimbursed?	Jan. 1, 2000
10.70.70	Coffee and light refreshments may be served at board, commission, or committee meetings	Jan. 1, 2000

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**10.80      Travel Expense Claims, Payments, Reimbursements  
and Advances**

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10.80.10	What is the purpose of the Travel Expense Voucher?	Jan. 1, 2000
10.80.20	What are the traveler's responsibilities in completing the Travel Expense Voucher?	Jan. 1, 2000
10.80.30	What are the agency responsibilities in reviewing and paying the Travel Expense Voucher costs?	Oct. 1, 2001
10.80.40	Receipts and documentation required in support of Travel Expense Vouchers	Oct. 1, 2005
10.80.50	Miscellaneous supplies exceeding \$50 should not be included on the Travel Expense Voucher	Jan. 1, 2000
10.80.55	Paying vendors directly for travel costs	July 1, 2000
10.80.60	Travel expense advances	Oct. 1, 2005
10.80.70	Internal Revenue Service regulations affecting travel expenses and travel advances	Jan. 1, 2000

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**10.90      Travel Rates**

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10.90.10	Reimbursement rates	Oct. 1, 2004
10.90.20	Reimbursement rates for lodging, meals and private vehicle mileage	Oct. 1, 2006